Data Collection Tools

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Organizational Chart: an organizational chart is a diagram that shows the structure of an organization and the relationships and relative ranks of its parts and positions.

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Brainstorming Chart: start with the problem and branch off with as many solutions as you can think possible. Remember, it's a brainstorming process so all ideas count.

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Decision Matrix: a way to weight and rate information on a 1-5 scale to produce a score. The higher the score the better.
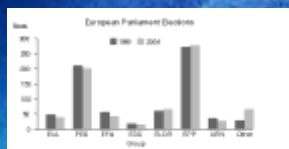
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Table: a table consists of an ordered arrangement of rows and columns.

Spreadsheet: same as a table except you can insert numerical data and formulas.

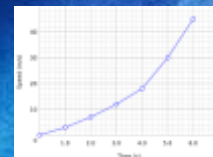|	Column 1	Column 2	Column 3	Column 4	Column 5
Row 1					
Row 2					
Row 3					

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Bar Graph: a bar graph uses bars to show frequencies or values for different categories.
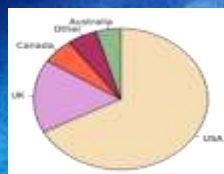
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Line Chart: a line chart shows the order of observations made, connected by a line.

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Pie Chart: a pie chart shows percentage values as a slice of a pie.

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Gantt Chart: a popular type of bar chart that illustrates a project schedule.